

**CANDIDATE INFORMATION BOOKLET
PLEASE READ CAREFULLY**

The Pensions Authority is an equal opportunities employer

**Solicitor or Barrister – Assistant Principal Officer
The Pensions Authority**

Title: Solicitor or Barrister – Assistant Principal

Employer: The Pensions Authority

Salary: €65,837

Level: Assistant Principal Officer (Standard Scale)

Posts: Temporary – 12 months

There may also be additional temporary post(s) at Assistant Principal level within the Legal Unit that the Authority may fill from a panel which may be established as part of this recruitment process.

Email: careers@pensionsauthority.ie

Closing date: **Tuesday, 5 June 2018 at 12 noon**

The Pensions Authority
Verschoyle House
28-30 Lower Mount Street
Dublin 2
www.pensionsauthority.ie

Introduction

The Pensions Authority (the Authority) is a statutory body established under the Pensions Act 1990. The Authority regulates occupational pension schemes; trust RACs and Personal Retirement Savings Accounts (PRSAs). Additionally, the Authority is responsible for advising the Minister for Social Protection on pension matters generally.

The Legal Unit provides numerous essential services to the various operations of the Pensions Authority including:- the management of all prosecution and civil litigation cases; the provision of general legal advice and the provision of specialist regulatory and pensions advice to support the Authority in its regulatory and advisory roles; inputting into the formulation of pensions policy and consequential pensions legislation; developing authoritative guidance and Frequently Asked Questions (FAQs) for regulated entities and trustees and advising the Pensions Regulator and the Authority in relation to the exercise of delegated powers under the Pensions Act.

The role of the Assistant Principal Solicitor or Barrister

We are seeking to recruit a solicitor or barrister to contribute to the delivery of legal services in the Authority. This temporary post will be at the Assistant Principal grade within the Authority and will report to the Head of Legal.

The specific responsibilities of this senior role will include:

- Providing pensions law advice, supporting the Legal Unit and all other Units of the Authority by responding to technical queries concerning the operation of the Pensions Act and Regulations;
- Assisting in the transposition of the Institutions for Occupational Retirement Provision (IORP) II Directive and in transforming Government policy into fully formed operable legislation that works in practice. Drafting reports on these matters where required;
- Providing general in-house legal support and advice as typically required in a public sector organisation (data protection, employment law, corporate governance, procurement law etc.);
- Participating in various sub-committees and advising on all legal issues as well as contributing to the policy deliberations from a legal perspective;
- Providing technical support to the DEASP as requested by the Head of Legal;
- Liaising with and coordinating and managing the work of external legal advisors;
- Inputting into Technical Unit guidance for pension scheme trustees;
- Developing the Authority's knowledge bank on legal issues through written guidance and presentations etc.;
- Representing the Authority at EU level on various cross functional project groups as may be required from time to time; and

- Any other duties as may be assigned from time to time by the Head of Legal or the Pensions Regulator.

Essential requirements

The successful candidate must be a qualified solicitor or barrister within the State and have:

- a minimum of three years' post-qualification experience;
- at least a 2.1 honours law degree or equivalent;
- significant experience of drafting complex legal documents;
- strong project management and report writing skills;
- a demonstrable ability to work with highly technical and complex legislation;
- a working knowledge of European Law;
- the ability to provide sound principled legal analysis to complex legal issues in a clear and succinct manner;
- an ability to work independently at a high level whilst also being a team player;
- proficient IT skills – Excel, PowerPoint, Word etc.

Desirable requirements

- a knowledge of pensions law;
- experience working as a member of a legal services team, whether in-house or in practice;
- experience of advising on data protection law, procurement law and employment law.

Application process

Applicants must demonstrate, by reference to specific achievements in their career to date that they possess the qualities, skills and knowledge required for the role of solicitor/barrister as identified in the 'Essential requirements' and the Pensions Authority competency framework for Assistant Principal Officers. A description of the competencies is set out in **Appendix 1**. While all competencies are tested at interview, we only require you to provide a narrative of the competencies specified in section 6 of the Application Form.

The 'Application Form' must be completed and submitted correctly to the specified e-mail address. Incorrectly submitted application forms will not be accepted, so please note the following information carefully:

- The application form is an editable Word document. Upon completion, please save the document as "**Your name.docx**". You will be required to attach it to an e-mail for submission once completed.

Submitting the form:

On completion, you are required to submit the application form by e-mail with the title "Assistant Principal Solicitor or Barrister – your name" to the following address careers@pensionsauthority.ie.

Only applications fully completed and submitted online will be accepted into the competition process. Please do not submit a Curriculum Vitae with your application as it will not be considered.

Closing date

Your application must be submitted by email to careers@pensionsauthority.ie on or before **Tuesday, 5 June 2018 at 12 noon**. **Applications will not be accepted after the closing date or time**. Please note the requirement above relating to the email subject heading.

If you do not receive an acknowledgement of receipt of your application within three working days after the competition closing date, please contact the Human Resources team at careers@pensionsauthority.ie

It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment competition, as any correspondence will be through the email address/mobile phone number originally supplied by you on your application.

Selection process

Normally the number of applications received for a position exceeds that required to fill the vacancy. While candidates may meet the eligibility criteria of the competition, if the numbers applying for the post are such that it would not be practical to progress all candidates to the next stage of the selection process, the Authority may decide that a certain number only will be progressed to the next stage. Candidates will be progressed through the various stages of the selection process based on their order of merit at each stage.

The selection process may include:

- Short-listing of candidates on the basis of the information provided in the application to reduce the list of candidates for interview. It is therefore in your own interest to provide a detailed and accurate account of how your skills, personal qualities, qualifications and experience etc. meet the requirements of the post
- The selection process may also include:

- a competitive initial / preliminary interview; and / or
- a competitive final interview(s); and / or
- a presentation or other exercise by the candidate.
- Notification to attend interview will issue at least one week in advance. Candidates will be required to attend interviews at their own expense. **It is not possible to alter the allocated interview date or time.** Candidates who do not attend for interview when and where required, will have no claim for further consideration and their candidature will be deemed to be withdrawn.
- Candidates must produce satisfactory documentary evidence of all qualifications claimed by them, on request. Failure to produce such documentary evidence when requested may lead to disqualification from the competition and/or termination of contract. Therefore, it is advised that you have this documentation available to you when making your application.
- Any candidate who supplies false or misleading information in their application may be disqualified.
- We will endeavour to keep candidates informed of the progress of their application at the earliest possible date.

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

General conditions of employment

Pay

Entry will be at the minimum of the Assistant Principal Officer (Standard Scale), which is €65,837 for persons appointed on or after 6 April 1995. The salary scale for the position is as follows:

For persons appointed to the public service after 6 April 1995:

€65,837 €68,216 €70,583 €72,957 €75,327 €76,693 €79,085¹ €81,485²

Long service increments may be payable after 3 (LSI-1) and 6 (LSI-2) years satisfactory service at the maximum of the scale.

Increments are normally awarded annually subject to satisfactory performance; however, payment of increments and or the rate of remuneration may be adjusted from time to time in line with Government pay policy.

Tenure

In the event of appointment to a temporary position with the Authority the appointee must serve a probationary period, which normally will last for eleven months (or the duration of

the fixed contract if less). If at any time during this period it appears that the appointee would not be suitable for final appointment the contract will be terminated.

Hours of attendance

Hours of attendance will be fixed from time to time but will amount to not less than 43 hours and 15 minutes gross or 37 hours net of lunch breaks per week. The successful candidate will be required to work such additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations. The rate of remuneration payable covers any extra attendance liability that may arise from time to time. Please note that hours of attendance may be subject to change from time to time in line with Government/local policy and practices.

Annual Leave

The annual leave allowance for the position of Assistant Principal Officer is 30 days per year. This allowance is subject to the usual conditions regarding the granting of annual leave in the Civil Service, is based on a five day week and is exclusive of the usual public holidays.

Business Travel

When absent from home and headquarters on duty appropriate travelling expenses and subsistence allowances will be paid subject to the normal Civil Service regulations.

Pension Entitlements

The successful candidate will be offered the appropriate pension terms and conditions as prevailing in the Authority at the time of being offered an appointment. In general, and except for candidates who have worked in a pensionable (non-single scheme terms) public service job in the 26 weeks prior to appointment, this means being offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Candidates will be notified of which scheme will apply to them, at the time of being offered an appointment.

The Single Scheme, as provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012, came into effect on 1 January 2013. From that date onwards, new public servants will be members of the Single Scheme, which will provide CPI-linked defined-benefit pensions based on career-average pay. The Scheme's minimum pension age will be linked to the State Pension age (66 years initially, rising to 67 in 2021 and 68 in 2028). Retirement for most members will be compulsory on reaching age 70. For further

information in relation to the Single Public Service Pension Scheme for Public Servants please see: <http://www.per.gov.ie/pensions>.

Pension Accrual

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one existing public service pension scheme will apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and other Provisions) Act 2012 came into effect on 28 July 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

Pension-Related Deduction

This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measures in the Public Interest Act 2009.

Note:

Candidates should note that different pay and conditions may apply if, prior to appointment with the Authority, the appointee is/was a serving civil or public servant.

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment, which will be set out in the employment contract to be agreed with the successful candidate.

Appendix 1 – Assistant Principal Officer Competencies

Assistant Principal Officer Competencies	
Competency	Typical behavioural indicators
Team leadership	<ul style="list-style-type: none"> • Inspires, and motivates his/her team to build and sustain high levels of performance and achievement and addresses performance issues as they arise. • Clearly defines objectives, goals and metrics for team members explaining how their work contributes to the achievement of the organisation's strategy, delegating effectively encouraging ownership and responsibility for tasks. • Empowers others through ongoing feedback, coaching and creating opportunities for skills development. • Promotes a culture which values and supports collaboration and team work within and across units; supporting other units to meet their objectives at every opportunity.
Judgement, analysis and decision making	<ul style="list-style-type: none"> • Understands complex issues quickly and is able to deal with multiple information sources at once. • Researches issues thoroughly; consults and communicates appropriately across the organisation before taking decisions that may have an organisation wide impact. • Shows good judgment and makes timely, well-reasoned and evidence based decisions. • Considers the wider implications of decisions on a range of stakeholders. • Takes a firm position on issues s/he considers important. • Capable of defending and representing the views of the Authority both internally and externally
Delivery of results	<ul style="list-style-type: none"> • Effectively delegates and manages multiple projects ensuring they are delivered on time and to a high standard. • Plans and prioritises work, and resource allocation in terms of importance and timescales. • Oversees progress against targets set and keeps abreast of internal and external issues which may require reprioritisation or review of objectives. • Ensures that controls and performance measures are in place to deliver efficient and effective high value services. • Maintains awareness of sectoral developments and effectively prepares for anticipated changes. • Identifies potential improvements in current methodologies/work practices and seeks to exploit opportunities for greater effectiveness and efficiency in planning and achieving the unit's objectives. • Actively contributes to the development of clear and realistic unit and organisational work objectives to deliver the organisational strategy.

<p>Building Relationships and Communication skills</p>	<ul style="list-style-type: none"> • Presents information, both verbally and in writing, in a clear, comprehensive, logical and reasoned manner. • Encourages the views and ideas of others through active listening, including encouraging team members to bring forward new ideas and initiatives to improve how work is performed.
<p>Influence and impact</p>	<ul style="list-style-type: none"> • Challenges ideas and proposed changes constructively in the best interest of the long term future of the Authority. • Produces papers and presentations on professional/technical or specialised aspects of the role and is recognised as an expert in by colleagues and stakeholders in his/her own field/area. • Engages effectively, with a range of stakeholders, including regulated entities and members of the public. • Proactively engages with colleagues at all levels of the organisation and builds strong professional networks. • Develops and maintains a network of contacts to facilitate problem solving or information sharing.
<p>Specialist knowledge, skills expertise and self development</p>	<ul style="list-style-type: none"> • Has a breadth and depth of knowledge of the operation of pension schemes, PRSAs, regulatory priorities and best practice regulatory methodology and applies this. • Is aware of and keeps up to date on key organisational, government, sectoral and national policies and economic, political and social trends that affect the unit. • Maintains a strong focus on self-development, seeking ongoing feedback and opportunities for growth of management and technical skills.